



National Interagency  
Fire Center

3833 S. Development Ave.  
Boise, ID 83705

File Code:	6320	Date:	September 27, 2001
Route To:	5100		
Subject:	Initial Call Letter 2002 Qualifier Facility Unit Leader and Food Unit Leader Workshop 2/25-3/1/2002		
To:	Regional Fire Management Training Officers, Regional Directors, Fire and Aviation Management, And Directors, Fire Management, of the Bureau of Indian Affairs, the Bureau of Land Management, the Fish and Wildlife Service, and the National Park Service		

**BACKGROUND:** For many years, five cooperating agencies (Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, Forest Service, and National Park Service) have all agreed to use the National Mobile Food and Shower Facility contracts for wildland fire activities. The contracts are requirements-type, stipulating that the food contracts be used when 600 meals or more per incident are anticipated and that the shower contracts be used for any showering needs regardless of the fire camp.

When a National contractor is dispatched, a designated Logistics Chief is assigned as a Contracting Officer's Representative. In addition, (1) a Facility Unit Leader (FACL) must be ordered for shower contracts, (2) a Food Unit Leader (FDUL) must be ordered for food contracts, and (3) a Contracting Officer's Technical Representative must be ordered for both food and shower contracts. All of these positions perform duties with the contractors at fire camp and their presence is mandatory when a National contractor is mobilized.

The FACL and FDUL inspector positions have been an ongoing challenge for many years due to the complexity of the contracts, high turnover rates, and the lack of contract-specific training. While NWCG training is required to be red-carded for those positions, little or no time is dedicated to contract-specific training. There is also little or no NWCG refresher training being offered. The COTR training sponsored and coordinated for many years has been very successful, resulting in knowledgeable, effective COTRs. The same training is now available for FACLs and FDULs.



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**NEW FACL/FDUL TRAINING REQUIREMENTS:** The NIFC coordinated training requires passing a Qualifier FACL/FDUL Workshop, attending a Refresher COTR/FDUL Workshop once every two years, and actually performing in the positions at fire camp at least once every three years. Interested attendees must already be red-carded for these positions. A letter was issued on June 2, 2000 approving this training for FACLs and FDULs. We held the first Qualifier FACL/FDUL Workshop last year and currently have 41 people on our Approved 2001 FDUL-FACL List. We anticipate training approximately 100 FACLs and FDULs over a 2-3 year period in order to have an adequate number of highly trained, qualified positions for dispatch purposes.

The Contracting Office is searching for people who are (1) assertive, (2) interested in learning about (and reading) the contracts, (3) able to communicate well with both contractors and fire camp personnel, and (4) genuinely committed to serving in the FACL and/or FDUL positions. We need people who are not already qualified for a myriad of other fire camp positions (which impacts the amount of time they would perform the FACL or FDUL position(s)). In addition, it is imperative that these people be committed to ensuring that the contractor work performed complies with contract specifications.

**2002 QUALIFIER FACL AND FDUL WORKSHOP:** We are pleased to announce that we have scheduled the 2002 Qualifier FACL and FDUL Workshop, for a maximum of 50 people, to be held on February 25 to March 1, 2002, in San Diego, California at the Hacienda Hotel - Old Town, 4041 Harney Street, (1-800-888-1991). There is no fee to attend; the only costs for attendees will be for travel, lodging, and per diem expenses. This Workshop will provide in-depth contract specific training in addition to detailed food and shower technical information from keynote speakers on a variety of topics. A draft agenda is enclosed.

The Workshop will last five days. The first day (February 25th) will be dedicated to FACL training. The remaining four days (February 26 to March 1st) will be dedicated to the FDUL training. All attendees of this Qualifier Workshop are required to be present for the complete session (from beginning to end) and pass all exams (including the final exam given on the last day). It is important to note that reading the "Blue Book" is a requirement prior to arrival. There will be serious, rigorous testing and required attendee participation each day. Those that pass may take pride in their accomplishment and will become part of the higher-trained FACL/FDUL group.

**SUBMISSION OF APPLICATION:** Nominees are requested to complete the attached NFES 2131, Nominee Statement, and Authorization Certificate. Please submit these to our office no later than November 9, 2001, and submit the attached forms by facsimile, E-mail, or regular mail to the following numbers/addresses:

E-mail: [jdmcccluskey@fs.fed.us](mailto:jdmcccluskey@fs.fed.us) or Jan D McCluskey/WO/USDAFS  
ckirk@fs.fed.us, or Chris Kirk/WO/USDAFS  
Fax: (208) 387-5384

Mail: USDA Forest Service  
National Interagency Fire Center  
Attention: Jan McCluskey, FS, WO-AQM  
3833 S Development Avenue  
Boise, ID 83705

Space is limited to around 50 people. We typically receive far more than 50 applications, so get your paperwork in as soon as possible. We select the limited number of attendees from cooperating agencies that are most suited to the needs and the selection will be coordinated with the Incident Administration and Training Coordinators for each Region. The selected attendees will be notified shortly thereafter and provided additional Workshop information

and instructions (around late November). Mobile Food Service and Shower Facility contract specific training is seldom available, so we encourage interested personnel to take opportunity of this special training.

Nominees may elect to attend the 2002 Refresher COTR/FDUL Workshop, which will be held the previous week (February 19-22) at the same location and hotel, as space allows. The 2002 Refresher COTR/FDUL Workshop will cover changes to the Mobile Food Service and Shower Facility contracts and involve re-writing the specifications for the follow-on contracts to be solicited in 2003. Logistics Chiefs are issued a special invitation to attend, as their input for contract development is especially valuable.

If you have any questions, please call Jan McCluskey at (208) 387-5612 or Chris Kirk at (208) 387-5665.

Sincerely,

*Richard Denker*

RICHARD E. DENKER  
Branch Chief, Fire and Aviation Support Branch

Enclosure  
Draft Agenda

cc:  
COTR Mailing List  
Fire Business Management Coordinators  
FDUL Mailing List  
Geographic and Regional Training Coordinators

**AGENDA**  
**2002 QUALIFIER FACL AND FDUL WORKSHOP**  
**SAN DIEGO, CALIFORNIA**  
**FEBRUARY 25 - March 1, 2002**

**MONDAY - FEBRUARY 25<sup>TH</sup>**

**Mobile Shower Facilities Contracts**

<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>INSTRUCTOR/SPEAKER</u></b>
8:00	Introductions/Housekeeping	Jan McCluskey/Chris Kirk
	Roles and Responsibilities of a FACL and Assessment of Contracts	Jan McCluskey
	<b>WASHINGTON OFFICE PERSPECTIVE</b>	TO BE DETERMINED
	<b>WORDS OF WISDOM</b>	TO BE DETERMINED Fire and Aviation Support Branch
	<b>IC STRUCTURE</b>	TO BE DETERMINED
	<b>Test</b>	
	Section B - Line Item Rates and Fees (Pink Pages)	Mary Fields
	Section C - Description/Specification Work Statement, C.1 General Requirements, C.2 Ordering, Relocating, Reducing, Releasing, Reassigning and Canceling Procedures, C.3 Equipment Requirements (Slides), C.4 Safety and Health Plan	Jan McCluskey
BREAK		
	<b>Test</b>	
	Section D - Packaging and Marking	Mary Fields
	Section E - Inspection and Acceptance	
	Section F - Deliveries or Performance	
11:00	<b>WATER TESTING/STANDARDS</b>	TO BE DETERMINED
LUNCH		
	Section G - Contract Administration Data (1276 A & B)	Mary Fields
	Section H-Special Contract Requirements	
	Section I - Contract Clauses	
	Section J - Attachments	Jan McCluskey
BREAK		
3:00	<b>OSHA STANDARDS</b>	TO BE DETERMINED
	Sticky Situations	Jan McCluskey
	<b>FINAL SHOWER EXAMINATION</b>	
5:00	Adjourn (If Finished)	
5:30	Meet and Greet at the Bar	

**TUESDAY - FEBRUARY 26<sup>TH</sup>**

**Mobile Food Service Contracts**

<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>INSTRUCTOR/SPEAKER</u></b>
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**AGENDA**  
**2002 QUALIFIER FACIL AND FDUL WORKSHOP**  
**SAN DIEGO, CALIFORNIA**  
**FEBRUARY 25 - March 1, 2002**

8:00	Introductions/Housekeeping Roles and Responsibilities of a FDUL	Jan McCluskey/Chris Kirk
	What is the Contract versus the "Blue Book"	Jan McCluskey
	General Structure of Contracts and Assessment of Contracts	Jan McCluskey
BREAK	<b>Test</b> Section B - Line Item Prices and Fees (Pink Pages) Section C - Description/Specification Work Statement, C.1 General Requirements, C.2 Ordering, Relocating, Reducing, Releasing, Reassigning and Cancelling Procedures, C.3 Equipment Requirements (Slides), C.4 Safety and Health Plan	Mary Fields
10:30	<b>VEGETARIAN/ALTERNATIVE NEEDS</b>	TO BE DETERMINED
LUNCH		
	Section C (Continued), C.5 Meal Requirements	Jan McCluskey
BREAK		
	Section C (Continued)	
BREAK		
	<b>TEST</b> Case Studies	Jan McCluskey/Mary Fields
5:00	Adjourn (If Finished)	

**WEDNESDAY - FEBRUARY 27<sup>TH</sup>**

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<u>TIME</u>	<u>TOPIC</u>	<u>INSTRUCTOR/SPEAKER</u>
8:00	Housekeeping	Chris Kirk
	<b>Test</b> Section D - Packaging and Marking	Mary Fields

**AGENDA**  
**2002 QUALIFIER FACI AND FDUL WORKSHOP**  
**SAN DIEGO, CALIFORNIA**  
**FEBRUARY 25 - March 1, 2002**

Section E - Inspection and Acceptance

10:00	<b>POULTRY AND EGG QUALITY</b>	<b>GERALD BROCKMAN</b> <b>USDA, AMS</b>
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Section F - Deliveries or Performance  
Section G - Contract Administration  
Data (1276 A & B)

Mary Fields

LUNCH

Section H - Special Contract Requirements  
Section I - Contract Clauses  
Section J - Attachments

Jan McCluskey

BREAK

2:00	<b>MOBILE FOOD UNIT INSPECTION</b>	TO BE DETERMINED
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Food Exercises

Jan McCluskey/Mary Fields

**Test**

5:30	Adjourn (If Finished)
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**AGENDA**  
**2002 QUALIFIER FACI AND FDUL WORKSHOP**  
**SAN DIEGO, CALIFORNIA**  
**FEBRUARY 25 - March 1, 2002**

**THURSDAY - FEBRUARY 28<sup>TH</sup>**

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<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>INSTRUCTOR/SPEAKER</u></b>
8:00	Housekeeping	Chris Kirk
	Food Label and Menu Challenges	Jan McCluskey/Mary Fields
10:00	<b>VEGETABLE/FRUIT QUALITY STANDARDS</b>	TO BE DETERMINED
	<b>Test</b>	
	The Importance of Performance Evaluations	Jan McCluskey
BREAK		
	Case Studies	Jan McCluskey/Mary
Fields		
LUNCH		
	Food Exercises	Jan McCluskey/Mary Fields
BREAK		
2:15	<b>THE CANNED FOOD CHALLENGE</b>	Mary Fields
BREAK		
	Sticky Situations	Jan McCluskey
	<b>Test</b>	
5:30	Adjourn (If Finished)	

**AGENDA**  
**2002 QUALIFIER FACIL AND FDUL WORKSHOP**  
**SAN DIEGO, CALIFORNIA**  
**FEBRUARY 25 - March 1, 2002**

**FRIDAY - MARCH 1<sup>st</sup>**

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<b><u>TIME</u></b>	<b><u>TOPIC</u></b>	<b><u>INSTRUCTOR/SPEAKER</u></b>
8:00	Housekeeping	Chris Kirk
	Proper Food Containers	Mary Fields
BREAK		
	Food Exercises	Jan McCluskey/Mary Fields
LUNCH		
1:00	<b>CALL-WHEN-NEEDED CONTRACTORS</b>	TO BE DETERMINED
BREAK		
	Case Studies	Mary Fields
	What Does "Exceed" Mean?	Jan McCluskey
BREAK		
	<b>FINAL TEST</b>	
	Wrap-Up and Questions	All Instructors
	Critique and Close Out	Jan McCluskey
<b>5:00</b>	Adjourn	

NWCG INTERAGENCY TRAINING NOMINATION  
AND  
AGREEMENT TO COLLECT FUNDS

**INSTRUCTIONS: Complete Part I. Complete Part II only if there are charges for the training.**

*PART I TRAINING NOMINATION*

**Course Name:**

**PRIORITY**

**of**

**Course Date(s)**

**Course Location**

**Course Tuition (if required)**

**Course Coordinator:**

**Coordinator Phone: (Voice/Fax)**

**Coord. E-Mail:**

**Nominee's Name**

**Date Submitted**

**Working Job Title**

**E-mail Address**

**Fax Number:**

**Agency (Name, Address)**

**Nominee's Mailing Address (if different)**

**Telephone No.**

**Telephone No.**

**List training completed and dates pertinent to this course:**

**List your past qualifications pertinent to this course:**

**Nominee's Signature: (I will notify the Unit Training Representative if I am unable to attend).**

**Supervisor's Signature (I certify the nominee meets the prerequisites, or if not met I will put the reasons for attending the course in Remarks.)**

**Remarks:**

**PMS Draft (9/99)**

**NFES Draft**

Course Name: \_\_\_\_\_ Nominee Name: \_\_\_\_\_

**PART II AGREEMENT TO COLLECT FUNDS (Complete only if there is a tuition charge.)**

Please check the section appropriate to the legal authority to collect monies and complete the address/signature block. This form must be signed by an individual with authority to sign agreements and obligate the funds listed. Note: Tribal governments are not covered by the Intergovernmental Cooperation Act of 1968.

\_\_\_\_\_**NON-FEDERAL AGENCIES:** Contractor, states, local governments engaged in fire suppression and protection of public lands. This training, payment, and collection is duly authorized under the Intergovernmental Cooperation Act of 1968 as amended by the act of September 13, 1982 (P.L 97-258), Section 6505. The NWCG Interagency Training Nomination constitutes written request and it is understood the bill for the training will consist of tuition plus all other identifiable costs as provided by law. Authorizing signature is also certifying services requested cannot be procured reasonably and expeditiously through ordinary business channels and funds are available. Provider's signature certifies the agency is offering similar services for its own use.

COMPLETE CHARGE CODE: (Include required fiscal references) \_\_\_\_\_

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\_\_\_\_\_**OTHER FEDERAL AGENCIES:** This training, payment, and collection is duly authorized under Section 601 of the Economy Act of June 30, 1932 (31 USC 1535) as amended. The NWCG Interagency Training Nomination constitutes the required written request and it is understood the bill for the training will consist of tuition plus all other identifiable costs as provided by law. Authorizing signatures is also certifying services requested are in the best interest of the United States; cannot be procured by contract as conveniently or cheaply from a commercial source and appropriate funds are available for this purpose. Provider's signature certifies the agency is offering similar services for its own use.

COMPLETE CHARGE CODE: (Include agency location) \_\_\_\_\_

Agreement Number: \_\_\_\_\_

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\_\_\_\_\_**SAME AGENCY AS PROVIDER:** The NWCG Interagency Training Nomination constitutes agreement to pay charges as outlined in nomination materials. Authorizing signature certifies funds are available for this purpose.

COMPLETE CHARGE CODE: (Include unit identifiers) \_\_\_\_\_

**ADDRESS/SIGNATURE:**

Billing address if different than Sponsor or Agency Address:

AUTHORIZED TO EXPEND FUNDS  
LISTED ABOVE:

AGREES TO PROVIDE TRAINING  
REQUESTED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

# **NOMINEE STATEMENT**

## **2002 QUALIFIER FACL-FDUL WORKSHOP**

FACL/FDUL Nominee's Signature:\_\_\_\_\_

Date:\_\_\_\_\_

Print Name:\_\_\_\_\_

Agency/Office:\_\_\_\_\_

Telephone Number:\_\_\_\_\_

Please answer the following questions:

1. Why do you wish to qualify for a FACL and/or FDUL position?

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2. What do you believe would be your strong points in performing the FACL or FDUL position duties?

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# **AUTHORIZATION CERTIFICATE**

## **2002 QUALIFIER FACL-FDUL WORKSHOP**

It is agreed, that if \_\_\_\_\_ is dispatched to an incident as a Facilities Unit Leader (FACL) or a Food Unit Leader (FDUL) for the Mobile Food Service and Mobile Shower Facilities Contracts that he/she will be available to perform these duties, except in cases of utmost emergency in their regular work duties at their home unit. This authorization statement will commit the participant to perform the duties of a FACL/FDUL until revoked by the member, an immediate supervisor, or the Contracting Officer.

FACL/FDUL Nominee's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Agency/Office: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_

Immediate Supervisor's Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Agency/Office: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_